NETAJI SUBHAS OPEN UNIVERSITY
School of Professional Studies

Guidelines for writing Field Work (MSW-I)

Considering the present day situation it would not be safe for our learners to be placed in NGOs and be exposed to risk of getting infected by Coronavirus. In such a condition Dept. of Social Work under School of Professional Studies, NSOU , have tried to develop a strategy for conducting such training so that our learners may be safe on one hand but be able to gain Field Work knowledge without much difficulties.

The learners would have to take up the following three tasks-

I. **Section- A-** It may be conveyed that some of the Resource Persons working as higher officials in reputed NGOs and other Government Organizations particularly for the welfare of the communities have been already contacted on behalf of the University and they have given their kind consent to deliver a short lecture, (without charging any remuneration) about the background of their organization along with history, mission & vision, objectives, areas of interventions and so on. In this way the learners would get an opportunity to know about these organizations without even visiting the organization but they would know about the organization from the concern authorities.

II. **Section –B** They would also have to write a case study of an NGO by looking into their website, reports & other disclosure available in public domain and try to relate its course of action with the methods of social work and also see how the organization is following the social work principles. They may give their observation and suggestions in this regard.

III. **Section C-** They may write a brief overview of COVID-19 situation in their own locality and comment on the activities taken up by the local self-government (Gram Panchayat or Municipality or Municipal Corporations as applicable), NGOs and give their view about the kind of social work interventions needed in their respective locality.

The report of all the three tasks should be written in three Sections as Task 1,2 & 3 in the same file. The final report must be comprises of all the three section in a compiled manner.

The report must be typed either in English or Bengali and also saved in PDF form in a CD no handwritten report will be accepted.

Report Writing-

Section A-

There will be about 5 Lectures which would be delivered by our Resource Persons from various Organization. Following points should be covered in this section separately in this section-

- Name of the Organization
- Year of Establishment
- Registration with year
- Staffing Pattern

- Funding
- Collaborating Partners
- Historical Background
- Mission
- Activities Covered
- Target Groups and Stake Holders
- Schemes and Programmes taken up by the Organization
- Social Work Methods / Principles applied

Section B-

In this section the Learners would have to write an Essay (about 1500 words) based on their own observation regarding the socio economic situation of their area in which they are residing. In this section the learners may write their own experiences about the changing the social behaviour of the people around them and the various social problems that are emerging in their community. They would also mention about the role of local Govt. in tackling such situation. They would also have to mention the Social Work interventions that they may apply to improve the social conditions of their community in the Covid Era.

Section C-

The Learners may conduct an in-depth Research through secondary source like- Websites/ Reports etc. and develop a write up about any two NGOs (National and International) by covering the following points.

- Name of the Organization
- Year of Establishment
- Registration with year
- Staffing Pattern
- Funding
- Collaborating Partners
- Historical Background
- Mission
- Activities Covered
- Target Groups and Stake Holders
- Schemes and Programmes taken up by the Organization
- Social Work Methods / Principles applied
- The learners are requested to follow all the online classes for better understanding